

STATE OF MONTANA CAPITOL COMPLEX AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

Objective:

The AED program will be available on a limited basis within the State of Montana Capitol Complex, located in Helena, Montana, for treating a victim of sudden cardiac arrest.

Definitions:

Automated External Defibrillator (AED): A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a pre-determined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.

AED Coordinator: A representative from the Department of Administration – General Services Division (DOA-GSD) who acts as a liaison for the State of Montana's Capitol Complex, the current Medical Director, and the Department of Public Health and Human Services (DPHHS) Emergency Medical and Trauma Systems Section (EMSTS). This person will oversee operations, training and maintenance for the Capitol Complex AED program.

NOTE: Each agency that currently has or will receive an AED within their state owned or leased building in Helena, Mt. must designate an AED building contact to work directly with GSD to properly implement this plan. This representative will oversee the operations and training for BEAT members within their agency and maintain the AED, including equipment and supplies.

AED Program: A public health initiative with the intent of greatly increasing the number of people trained in cardiopulmonary resuscitation and the effective use of AED's.

Building Emergency Action Team (BEAT): A BEAT is established to help protect lives and property in the event of any incident, emergency or disaster. These individuals will provide leadership, calm and assistance by safe evacuation of the premises, sheltering-in-place, as well as safe assembly and accountability, etc. BEAT members are trained to respond to any emergency, including cardiac arrest.

Cardiopulmonary Resuscitation (CPR): A life saving technique utilizing chest compressions and artificial ventilation.

Medical Director: A physician licensed to practice medicine in the State of Montana who provides off-line supervision for an AED program and all of its participants. The Medical Director maintains and updates this policy and the AED program when needed. The Medical Director also enforces the policies within this program and assures compliance with federal, state and local policies and procedures.

Department: Department of Administration
Facilities Management Bureau
General Services Division
PO Box 200110
1310 East Lockey
Helena MT 59620-0110
(406) 444-3060

AED PROTOCOLS

AED Location:

Each agency that has purchased an AED will be responsible for proper placement of the AED within their building. An AED must be strategically positioned for easy access upon notification of an emergency.

DOA-GSD may change locations of the AED's based on an insufficient number of trained team members within a building, or inappropriately placed AED's, etc.

EMS Activation:

The following activations must occur in the event of a cardiac emergency:

1. The first call must be placed to **911 (Lewis and Clark County Dispatch Center)** to activate the Helena Fire Department (HFD), Rural Fire Departments and St. Peter's Ambulance Service which will respond to all 911 calls within the Capitol Complex.
2. The second call must be placed to an in house contact number and **444-3060 for those buildings within close proximity to the Capitol Building**. Those buildings which currently or will have an AED placed within them shall establish a method of notifying certified/trained members to respond to an incident within their building.
 - a. GSD will respond to the following locations if available:
 - Executive Residence, 2 Carson Street;
 - Cogswell, 1401 East Locky,;
 - Walt Sullivan, 1315 East Locky;
 - Old Board of Health, 1301 East Locky;
 - DPHHS, 111 North Sanders;
 - Mitchell, 125 North Roberts;
 - Old Livestock, 1310 East Locky;
 - Capitol Annex, 118 North Roberts;
 - State Capitol, 1301 East 6th Avenue;
 - Historical Society, 225 North Roberts;
 - Justice/State Library, 215 North Sanders;
 - Metcalf, 1520 East 6th Avenue;
 - Teachers Retirement, 1500 East 6th Avenue;
 - Water Resources, 1424 9th Avenue;
 - Ground Maintenance Shop, 425 North Roberts;
 - Scott Hart, 302 North Roberts;
 - Secretary of State Annex, 1236 6th Avenue
 - Dianne, 1218 East 6th Avenue.
 - 1225 8th Avenue, Livestock -Milk Control
 - 1219 8th Avenue, Consumer Protection
 - 1209 8th Avenue, Tax Appeals Board
 - 1205 8th Avenue, Political Practices

- 1400 8th Avenue, FWP Field Services
- 1404 8th Avenue, FWP Parks Division
- 1410 8th Avenue, Historical Preservation

b. The following agencies will maintain the AED's placed in their buildings, provide a sufficient number of trained members/personnel (minimum of 10) to respond to cardiac emergencies, develop an internal activation response system, and provide training initial/refresher, etc.:

- Montana Department of Transportation (MDT) – each location;
- Montana Law Enforcement Academy, 2260 Sierra Road East;
- Montana Fish, Wildlife and Parks – each location
- Department of Natural Resources and Conservation, and Department of Labor and Industry, USF&G Building, 1625 11th Ave.
- Department of Labor And Industry, 1805 Prospect Ave.
- Old Shodair Building, 840 Helena Ave.
- Multiple agencies in the 301 South Park Ave. (Old Federal Building)
- Montana State Fund
- Montana Department of Justice – each location

The agencies listed above, in subpart b. are those that GSD is currently aware of as having or receiving an AED. When other agencies are identified or place an AED in service, they will be added to this section and required to follow the same protocols.

GSD reserves the right to audit any state agency at any time to ensure compliance with this AED plan. If there is non-compliance, the agency will be removed from the plan immediately.

Training:

Potential team members will be required to complete, **at a minimum**, the following training:

- Current training in Adult CPR/AED, Child CPR/AED and Infant CPR as approved by the American Heart Association (AHA). Recertification is required every two years.
- OR,**
- Current training in Adult CPR/AED, Child CPR/AED and Infant CPR as approved by the American Red Cross (ARC). Recertification is required every year.
- AND,**
- Agency in-house orientation of the AED, which will include a review of the user's manual, AED acquaintance, AED location and procedural review.
 - Mandatory CPR/AED refresher training will be conducted on at least a quarterly basis. An AED building contact or a team member within each agency can schedule it through DOA-GSD.
 - Training in activation, reporting and appropriate recordkeeping procedures, to include all necessary paperwork after the AED has been deployed.

Team members who are ARC, National Safety Council or Medic First Aid (EMP) certified will be responsible for recertification with them and provide proof to the building contact and GSD AED Coordinator once recertification is completed.

Replacement Cards: If a card is lost, stolen or destroyed, etc. contact the training organization from which you received training for a replacement.

Instructors:

- A certified AHA, ARC, National Safety Council, or Medic First Aid (EMP) instructor will perform all initial, recertification and refresher training. All trainers will be required to show proof of their status as an instructor.
- GSD and other state agency certified trainers will only provide initial AHA and recertifying AHA training at a training location within the Capitol Complex.

Maintenance:

DOA-GSD staff, Capitol Complex Security and CPR/AED trained personnel will perform monthly inspections of each AED they have placed in a building within the Capitol Complex, excluding those that have been located within an area where a delegation of authority has been signed for the building, there is a building contact, it is a leased building, or the agency has placed an AED in service within the building.

An individual assigned as the AED building contact or a team member will be responsible for checks, routine maintenance and any other requirements for the AED, etc.

Routine checks and maintenance will be performed on each of the AED's as required and recommended by the manufacturer. This will serve as the minimum guideline for maintenance of each of the AED's. After each deployment, and in accordance with the manufacturer's recommendations, a complete maintenance check of the AED will be completed.

Recordkeeping:

A copy of all records of state employees trained by St. Peters Hospital will be kept with the Education Coordinator at St. Peters Hospital. Each Building Contact will be responsible for keeping records of trained individuals within each agency location including: a complete list of current team members, their certification and location, AED physical locations, maintenance checks, inventory checks, training, re-certifications, etc.

Incident Reporting:

For every incident where an AED is activated and attached to a patient, a copy of the report must be completed and submitted to the Medical Director, the AED Coordinator and the EMSTS. The reports must be completed and submitted to the above within 24-hours of the incident.

The following information is required on each report:

- Name of the entity responsible for the AED;
- Medical Director information including name, address and phone number;
- Date of incident;
- Location of the cardiac arrest;
- Whether or not CPR was initiated prior to the application of the AED;
- If the cardiac arrest was witnessed or not;
- Time the first shock and joules were delivered;

- If a pulse was obtained after the shock was given and if the pulse was sustained; and
- If the patient was transported and, if so, to where and by whom.

EMS AND PSAP NOTIFICATION FORM

In accordance with ARM 37.104.604, entities wishing to use or allow the use of an AED shall provide the following information to each licensed, emergency medical service and public safety answering point (911, local emergency dispatch center) in the area where the AED is located.

Name of Entity Establishing AED Program:

State of Montana – Department of Administration

Business Address, Physical Address, and Telephone Number of Entity:

PO Box 200110
1310 East Lockey
Helena MT 59620-0110
(406) 444-3060

Name, Address, and Phone Number of the Individual Responsible for On-Site Management of the AED Program:

Lou Antonick
Emergency Management/Security
PO Box 200110
1310 East Lockey
Helena MT 59620-0110
(406) 444-1462

Dr. Andrew Michel
Medical Director
St. Peter's Hospital
2475 East Broadway
Helena MT 59601
(406) 444-2150

Starting Date of the AED Program:

February 16, 2005

Copy of Written Plan Attached?

Yes

Form Provided to the Following EMS and PSAP's:

St. Peter's Ambulance
2475 Broadway
Helena MT 59601
(406) 444-2228

Helena Fire Department
300 Neill Avenue
Helena MT 59601
(406) 447-8472

Lewis and Clark County Support Services Division (911)
221 Breckenridge
Helena MT 59601
(406) 447-8479

Department of Public Health and Human Services
EMSTS
PO Box 202951
1401 East Lockey, Room C317
Helena MT 59620-2951
(406) 444-3895

West Valley Volunteer Fire Department
PO Box 4024
Helena MT 59604
(406) 458-3717